

## **Yale-NUS College Student Associate Program**

### Student Associate Position Guidelines

| <b>Role Description</b><br><i>Guidelines for hiring managers</i>   | <b>Pay Rate (SGD)</b> | <b>Sample Roles</b>   |
|--|-----------------------|---|
| <ul style="list-style-type: none"> <li>• Requires no prior experience</li> <li>• Comprises administrative support and other basic tasks (events set up, maintaining spaces, staffing a desk, answering queries, entering ready information into datasets, documents or websites)</li> <li>• Requires little to no technical/ specialized skills</li> <li>• Consists primarily of training in a specific type of work, with trainee making a limited contribution to the overall project output</li> <li>• Undergraduates from all years may qualify</li> <li>• Research positions consist mainly in learning how to do research, or involve only basic skills such as data entry</li> </ul>  | \$9 per hour          | Admin Assistant for a major<br>Athletics Assistant<br>Buttery Cook, Cleaner or Cashier<br>Dean of Students Office Assistant<br>Development Office Assistant (admin)<br>Fabrication Lab Assistant<br>Health and Wellness Assistant<br>Library Assistant<br>Rector's Office Assistant |
| <ul style="list-style-type: none"> <li>• Involves at least 50% technical or other specialized tasks, such as training, instruction or supervision of peers, IT support and development, creative practice (photography, videography, web or graphic design), journalistic or technical writing, research work that makes significant contributions to a project</li> <li>• Requires a certain technical or other specialized skill level</li> <li>• Require some relevant prior experience and/or academic background</li> <li>• Requires more independence and less regular manager supervision than entry-level roles</li> <li>• Requires training or supervising others</li> <li>• Undergraduate students from all years may qualify, depending on the specific position requirements and the student's background</li> </ul> | \$12 per hour         | Admissions Office Assistant<br>Buttery Manager<br>Graphic Designer<br>Photographer<br>Research Assistant<br>Videographer<br>Writer  |
| <ul style="list-style-type: none"> <li>• Involves 75% or more highly technical or other highly specialized work</li> <li>• Requires a very high relevant skill level, significant prior experience and/or advanced academic background</li> <li>• Requires a level of self-reliance, dependability and work performance similar/ equivalent to those in graduate school or regular employment</li> <li>• Requires independent project management</li> <li>• Mostly 3<sup>rd</sup> or 4<sup>th</sup> year undergraduates would qualify</li> </ul>   | \$20 per hour         | Highly specialized, primarily independent research<br>Peer Tutor  |